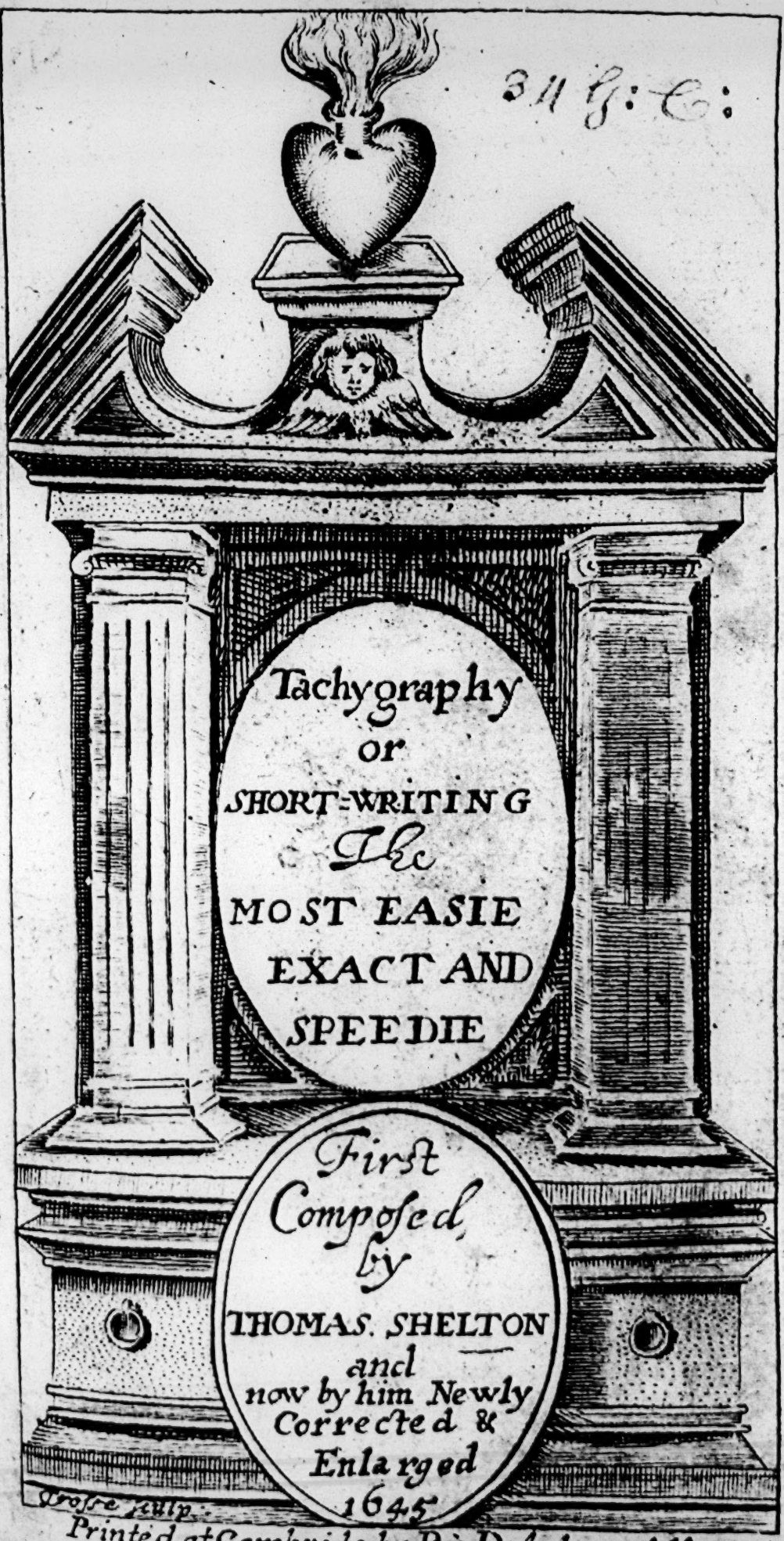
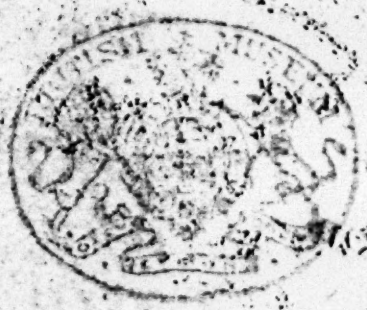

Tachygraphy
or
SHORT-WRITING
The
MOST EASIE
EXACT AND
SPEEDIE
First
Composed
by
THOMAS. SHELTON
and
now by him Newly
Corrected &
Enlarged
1645
Printed at Cambridg by R: D: And are sold at



TACHY-GRAPHY.

THE

Moſt exact and compendious methode of ſhort and ſwift writing that hath ever yet been publiſhed by any.

Compoſed by

THOMAS SHELTON

Authour and Profeſſour of the ſaid Art.

Approved by both the Univerſities, and are to be ſold at the Profeſſours houſe in the Poultrey *near the Church.*

Anno Dom. 1645.

Anne mathews

BRITISH MUSEUM

To the Worshipfull his very worthy Friend, RICHARD KNIGHTLEY, *Esquire.*

WORTHT SIR,

MY purpose was, that (without any addition or alteration) this small Treatise should have passed, as I had formerly composed it: but finding somewhat that I judged usefull to the easier attaining of the Art, which before was omitted; at the request of divers of good judgement, I was perswaded, rather to adventure the breach of that promise, then to conceal that which might be usefull to many.

The manifold engagements I stand in to your Worship, require a better retribution; but your favourable aspect to one as little deserving, hath emboldned me to crave of your Worship to counte-

nance this; and the rather becauſe your experience in the Art hath already encouraged many to the ſtudy of it.

I dare nót ſo much injure your Worſhips virtuous inclination, as to fear the acceptance of this poore expreſſion of my thankfulneſſe; ſeeing it is not unknown to your Worſhip, nor to many thouſands beſide, that it hath been inſtrumentall for the good of the Church, and the perpetuating the memories (*as the ſmell of Lebanon*) of many worthy men, who, though now they reſt from their labours, and their works have followed them, yet by this means the fruit of their labours is continued with us. I deſire your Worſhip to pardon my boldneſſe; and to pray for the increaſe of all bleſſings on your Worſhip, ſhall be the employment of

Your Worſhips to be commanded,

TH. SHELTON

To the Reader.

I *Am prevented for ſpeaking much of the utility of this Art, by the experience of many hundreds that have already learned it, that by this means are able (like that heavenly Scribe,* Mat. 13. 52.) to bring forth of their treaſuries things both new and old: *As alſo by the benefit that many thouſands enjoy by the works of many worthy Divines, which had periſhed with the breath that uttered them, had not God, as out of* Zebulun, *Judg.* 5. 14. *inſtructed ſome to* handle the pen of the writer; *who may ſay of them as* Baruch *of* Jeremiah's *roll, Jer.* 36. 18. He pronounced all theſe words to me, and I wrote them with ink in the book: *Beſides the priviledge that divers enjoy in forrein parts, by uſing Bibles and other books in this writing, without danger of bloudy Inquiſitours.*

These and the like considerations move me to say the lesse: onely let the intelligent Reader judge how usefull such a skill may be, by the learning whereof so much time and labour is saved; whereby as much may be written in one page as otherwise in six, and as much in the margine as the page: a skill, whereby those that have weak memories may both easily preserve their own conceits, that else would soon vanish, and be furnished with notions from others. For the plainnesse of the rules, the easinesse in learning, the speed in writing, facility in reading, let the discreet Reader, peruse, practise, and judge.

Thomas Shelton.

¶ To the Authour his Friend, upon his Art of *SHOR-WRITING.*

FOrtunate Art, by which the hand ſo ſpeeds,
That words are now of ſlower birth then deeds!
Diſſembling age, that faith ſo often breaks,
Learn hence to doe more then the proudeſt ſpeaks.
Speak not the Authours praiſe: his Art commands
Our tongues ſhould be more cripled then our hands:
Nor can we ſcape (this ſpight his ſpeed affords)
From being over-taken in our words.
What ſhall become of their Divinity,
Which ſcatter'd through two houres Tautologie,
Gather'd by theſe quick Characters muſt hence
T' indure the doom of ſuch as can ſpeak ſenſe?
But that thine Art 's a friend to repetition,
Their hourly breath, they'd damn the next edition.
Print then that praiſe, which volumes cannot hold
But in thine own compendious figures told;
Figures, which makes us duller-handed think
Words from the ſpeakers mouth diſſolve to ink,
And fall upon thy papers; or thy quill,
Made of ſome nimble tongue, gave thee this skill.
Still moy that ful-fledg'd pen with moiſture ſpring,
Snatcht from the eagles, not the gooſes wing.

E. R. *Mag. Art.*

Magd. *Coll.*

To

To Mr. TH. SHELTON.

Such is thy Art, that either thou alone
Compris'd the Iliads *in a nut, or none:*
I've read this oft, yet scarcely did give credit
(except thy selfe) that ever one man did it:
Yet now it is no wonder, when I see
Thou writ'st whole volumes in Epitome;
And with such speed, that with thy nimbler pen
Thou dost anticipate the tongues of men:
So that if Plutarch *liv'd, he scarce could tell*
To find thee in thy Art a Parallel.

Thomas Fancourt,

Cantab. Coll. Pet.

To the Authour.

Why should I praise thy Art in writing, when
Thy Art & praise surmounts the praise of men.
For if thy way of writing had been shown
To ages past, Printing *had ne'r been known,*
Nor the invention sought or valued; when
The Presse *can scarcely over-run thy* Pen:
So that what honour's due unto the Quill,
Or glory unto those that have the skill
In fair Orthography, *their titles stand*
As Pages to attend upon thy hand.

Nath. Mason,

G. C. Coll.

To the Authour on his exquisite Art of *SHORT-WRITING.*

WHat! write as fast as speak? what man can do it?
What! hand as swift as tongue? perswade me to it.
Unlikely tale! Tush, tush, it cannot be,
May some man say, that hath not heard of thee.
This thou canst do, this (Shelton) thou hast done,
Thy nimbler pen hath many tongues out-run.
Therefore if any one of me demand
What hand's the best, I say, thy running hand.
Herein the Proverb holds not, for thy haste
Is advantegeous, it doth make no waste.
Nor dost thou envy others this thy Art,
But willingly dost it to all impart:
And 'tis not fit that such a gemme should rest
Within the cabinet of a private brest.
On praise of thy Short-writing *I could long*
Insist; but I therein should doe thee wrong.
This onely I will adde, Whil'st some desire
To praise thy skill, I rather will admire.

Steph. Jones,

Coll. Div. Joan.

The letters of the Alphabet.

	a	ʌ	
	b	ı	
	c	ɾ	
	d	)	
	e	ɘ	
	f	˥	
	g	ɥ	
	h	<	
	i	⌊	
	k	⌒	
	l	⌣	
	m	/	
	n	ı	
	o	ɔ	
	p	ɑ	
	qu	q	
	r	r	
	s	ρ	
	t	/	
	v	˅	
	w	⌊	
	x	x	
	y	y	
	z	z	

The ART of *SHORT WRITING.*

CHAP. I.

Of the letters of the Alphabet.

THe first thing to be learned in this Art, is the Alphabet of letters, which are to be perfectly known according to the form expressed in the copy.

In the writing of these letters, each of them but *x* and *y* (which are not often used) are to be made at once, without removing the pen from the paper. I make one character for *q* and *u*, because they come alwayes together; whensoever *q* is written, *u* immediately following it; as in *queen*, *quiet*, *quarter*, &c.

These letters being so perfectly learned, that you can make and know any of them without looking on the copy, proceed to the next.

CHAP.

CHAP. II.

Of the double consonants.

THe double consonants are the very letters of the Alphabet, joyned together (except the foure last) and therefore the learning of them is no charge to memory, the letters being once learned.

In the making of these double consonants you may observe, that still the second letter is joyned where you end the former: as for example, to write *bl*, your *b* alone is thus [ı], *l* alone thus [∪]; when they are to be joyned, draw *l* from the foot of *b* thus [ı]. To write *br*, write *b* as before, and then draw *r* out of the foot of *b* thus [ı]. To write *cl*, *c* alone is thus [⌐], *l* thus [∪]; when you joyn them, draw *l* out of the foot of *c* thus [⌐]: *cr* thus [⌐], and so of the rest, as you may see in the copy of the double consonants.

Double

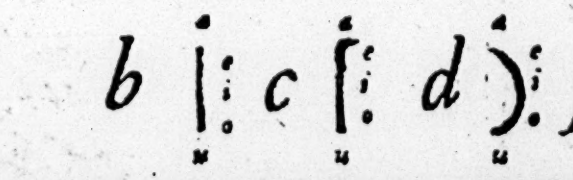
Double consonants

To begin		words.	To end.	
bl			ld	
br			lk	
cl			lm	
cr			ln	
dr			lp	
dw			ls	
fl			lst	
fr			lt	
gl			mp	
gr			nd	
kn			ng	
pl			nk	
pr			ns	
sc			nst	
sk			nt	
sl			rd	
sm			rk	
sn			rl	
sp			rm	
st			rn	
str			rp	
tr			rs	
tw			rst	
			rt	
			ch	
			sh	
			th	
			wh	

CHAP. III.
Of Vowels.

THe ſingle vowels are *a*, *e*, *i*, *o*, *u*, which in this art are never expreſſed by their proper characters, (unleſſe when a vowel beginneth a word, or elſe when two vowels come together, of which ſee Chap. 4.) but are underſtood by certain places, aſſigned them about the other letters: as for example:

The places of the Vowels.



The vowels are placed about any letter, as you ſee them ſtand about theſe.

The place of *a* is juſt over the head of the letter; thus ˙

The place of *e* at the upper corner on the right hand; thus ˒

The place of *i* againſt the middle

dle

dle of the letter on the right hand; thus l^{i}

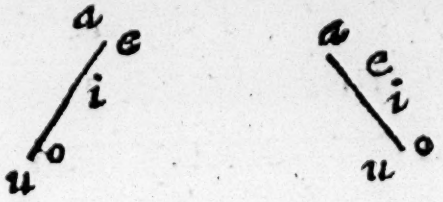
The place of *o* at the foot of the letter on the right hand; thus l$_{o}$.

The place of *u* juſt underneath the letter; thus l$_{u}$!

About the characters that are flat, or lie even with the line, as *p* and *n*, they are thus diſpoſed:

The place of *a* is juſt over the middle of the letter, the place of *u* juſt againſt it under the letter; the other three *e*, *i*, and *o*, on the right ſide one under another.

About ſlope characters, as *m* and *t*, they are placed thus,



The places about any of the reſt are eaſily obſerved.

CHAP. IIII.

Of the use of the vowels, and their places.

WHen a word begins with a vowel, the character of the vowel must be expressed: as for example, to write *art*, the character of *a* must be written thus [^]: the next letter *r*, being a consonant must be joyned to *a* thus [^], and then *t* joyned to *r* thus [^]. To write *on*, write *o* thus [c], and at the foot of it joyn *n* thus [c]. To write *eke*, write *e* thus [ə], and joyn *k* thus [ə], as in these,

in	⌐		*us*	⌐
are	⌐		*ebb*	⌐
ark	⌐		*odd*	⌐ &c.

If two vowels come together in the beginning of a word, and must both of necessity be sounded, write down the character of the former vowel, and set the following consonant in the place of the latter vowel: as for example, To write

write *aid*, write the character of *a* thus [ʌ]: the next vowel being *i*, ſet *d* in the room of it thus [ʌ,]. To write *eat*, write *e* thus [ə]: the next vowel being *a*, ſet *t* in the place of it thus [ə́]: as in theſe,

aime	ʌ	*oare*	ʏ
aire	ʌ	*out*	ʕ
eare	ʒ	*eaſe*	əʔ &c.

When a word beginneth with a conſonant, the vowel or vowels following are not expreſſed by their characters, but implyed by the places aſſigned them about the conſonant, and the next letter or letters following are ſet in the place of the foregoing vowel. As for inſtance, to write *ball*, write *b* thus [ı]; in the place of *a* write *l* disjoyned thus [ˡ]. To write *bel*, write *b* as before, and *l* disjoyned in the place of *e* thus [ˡ]. To write *bil*, write *b* as before, and ſet *l* disjoyned in the room of *i* thus [ˡ], *bol* thus [ˡ], *bul* thus [ˡ]: as in theſe,

bad		*nat*	
bed		*net*	
bid		*nit*	
bod		*not*	
bud		*nut*	& the like.

If two consonants or more come together, and no vowel between them, they must be joyned together without taking off the pen: as for example, to write *blame*, *bl* must be joyned thus [ ] then in the place of *a* write *m* thus [ ]. To write *break*, write *br* thus [ ], and in the place of *e* write *k* thus [ ]. As in these,

breadth		*speech*	
length		*whence*	
short		*France*	&c.

Note that alway when there cometh any vowel, the pen is to be taken off, and the letter after disjoyned, but till you come at a vowel, all the consonants that come together, must be joyned together.

When

When a word endeth with a vowel, that vowel is underſtood by a tittle made in the place of it: as to write *me*, write *m* thus [⟍], and a tittle in the place of *e* thus [⟍]. To write *die*, write *d* thus [ɔ], and a tittle in the place of *i* thus [ɔ·]: as in theſe,

ſay ṗ
we ⱡ
cry Ɫ·
go ч.
due ʒ and the like.

If a word end with *y*, the character of *y* is not expreſſed, but a tittle ſet in the place of *i*: as in theſe,

my ⟍
why o·
by ⊢

and the like.

CHAP. V.
Of diphthongs.

FOr diphthongs, ſome aſsigne more places about characters then for ſingle vowels; which hath proved inconvenient in the writing, and bred much confuſion in the reading of what hath been ſo written, as they from their own experience have teſtified; it being indeed impoſſible exactly to obſerve twelve or fourteen ſeverall places about a ſmall character: for the avoyding of which inconvenience, I obſerve onely the places for the ſingle vowels, and no more.

If it be demanded, how words ſhall be expreſſed wherein more vowels then one come together;

I anſwer, If two vowels come together in the beginning of a word, obſerve that rule, Chap. 4. If in the middle of a word, that is,

is, after ſome other letters, obſerve theſe rules.

Firſt, Though two vowels come together, yet oft times one of them doth principally ſound the word, and then the other may be ſpared: as in theſe words,

In *deare, heart, neither, people, guide,* leave out *a e i o u* and write *dere. hart. nether peple. gide.*

Secondly, if two vowels come together, and muſt of neceſſity be both ſounded, (as eſpecially when the firſt vowel belongs to one ſyllable, and the latter to another) then write the character of the latter vowel in the place of the former: as to write *lion*, write *l* thus [∪], in the place of the firſt vowel which is *i*, write the character of *o* thus [∪ c], and then joyn *n* at the foot of *o* thus [∪c—]. To write *poet*, write *p* thus [c—],

in the place of *o* write *e* thus [ ], and joyn *t* thus [ ]: as in these,

quiet,
sion,
caos, and the like.

Or else make a tittle in the place of the former vowel, and write the consonant or consonants following in the latter vowels place; as to write *riot*, write *r* thus [ ], make a tittle in the first vowels place, which is *i*, thus [ ], and then in the place of the latter vowel *o*, write *t* thus [ ]. To write *Joel*, write *j* consonant thus [ ], a tittle in the place of *o* thus [ ], and *l* in the place of *e* thus, [ ]: as in these,

diall
giant
duell

and the like.

CHAP.

CHAP. VI.
Of J and V conſonants.

THe letters *j* and *v* are ſometimes vowels, ſometimes conſonants; the knowledge of which will not be unuſefull in this Art of writing; therefore thoſe that know it not may take theſe directions.

J is a conſonant alway in the beginning of a word, when another vowel followeth next after it, and it is ſounded like *g* ſoft: as in theſe,

jarre
judge
jewel
Job

and the like.

Alſo in the middle of a word, if a vowel follow it in the ſame ſyllable: as in theſe,

pre-

prejudice,
reject,
rejoyce,

and the like.

V is a conſonant when it cometh before another vowel in the ſame ſyllable, and is ſounded like *f*, but ſomewhat ſofter : as in theſe,

virtue,
viall,
veſture,
deliver,

and the like.

When they be conſonants, and are thus ſounded, they muſt be expreſſed by their proper characters, as the reſt of the conſonants, whether it be in the beginning, middle, or ending of words.

CHAP.

Prepositions for longe words.

Ab		Con		Pre	
ob		cor		pro	
ac		col		re	
ad		de		sub	
af		di		suff	
all		dis		sup	
am		fall		ser	
an.		full		sur	
ap		for		sal	
op		im		sol	
as		liber		temp	
at		mess		trans	
circum		miss		vn	
com		per		vp	
		par		vt	

Terminations for longe words.

Able		ing		serue	
ible		ler		sion	
ation		lent		tion	
ceiue		litie		soeuer	
dure		mer		ternall	
fect		mar		ther	
ference		ment		tent	
fication		ness		ture	
fulness		ous		ver	
iect		cent			
itude		sent			

CHAP. VII.

Of the marks for the beginning and ending of long words.

ALthough by the former rules any word may be written in this Art, and there is no neceſſity of learning more (the reſt that follow onely ſerving to ſhorten the former) yet to thoſe that deſire to be exact in this Art, the benefit of the rules that follow will countervail the pains of learning them; therefore (in the next place) for the abbreviating of longer words, I have added characters for the beginnings and endings of ſuch as are moſt uſuall.

Theſe marks having little dependance upon the letters, are therefore to be learned perfectly, being of much uſe in writing.

In the uſing of them the ſame rules are to be obſerved as before in words of one ſyllable. If

If a word begin with one of these marks, the character for it must be set down; if a consonant come next, it must be joyned to the mark, without taking off the pen, and then write the letter or letters following in the room of the vowel. As for example, to write *condemne*, first write your mark for *con*, which is thus [ ]; the next letter *d* being a consonant must be joyned to *con* thus [ ]; and then in the vowels place, which is *e* write *m* disjoyned thus [ ]. To write *prefer*, your mark for *pre* is thus [ ], joyn *f* thus [ ], and in the place of *e* write *r* disjoyned thus [ ]. To write *submit*, your mark for *sub* write thus [ ], joyn *m* to it thus [ ], and in the place of *i* write *t* disjoyned thus [ ]: as in these,

fortune		*remit*	
rebell		*proceed*	
contain		*transſate*	&c.

If

If two of the marks make up a whole word, and no vowel come between them, they are both to be joyned together; as to write *reference*, write your mark for *re*, which is thus [∠], and then joyn *ference* thus [⌒]. To write *project*, set down *pro* thus [∪], and joyn the mark for *ject* thus [⌒]: as in these,

former
perceive
circumference

and the like.

If you have a mark for the ending of a word, and not to begin it, you must begin it with the letters of the Alphabet: as for example, to write *nature*, write *n* thus [−], and then *ture* being a mark to end it, must be set in the place of *a* thus [±]. To write *brother*, joyn *br* thus [⌐], and set the mark for *ther* in the place of *o* thus [⌐]: as in these,

nation

ation *pliable*

never *difference* &c.

If you have a mark to begin a word, and no mark to end it, it must be ended with the letters of the Alphabet: as to write *permit*, write the mark for *per* thus [ ], joyn *m* to it thus [ ], and write *t* disjoyned in the place of *i* thus [ ]. To write *ſuffer*, write your mark for *ſuff* thus [ ], then ſet *r* in the place of *e* disjoyned thus [ ].

If a vowel come next after a mark or conſonant to begin a word, the letter or mark following the vowel muſt be ſet disjoyned in the room of the vowel: as in theſe,

courage

ſupport

potent

lament

and the like.

CHAP.

CHAP. VIII.

Directions for making the foreſaid marks, and placing the vowels in long words.

IN making your characters begin them ſo that you take not off the pen, unleſſe it be in thoſe that cannot otherwiſe be made.

Secondly, the moſt of them are ſo framed, that you may end them toward the right hand, that ſo with more convenience the next letter may be joyn'd, if it be to be joyn'd.

Thirdly, the next conſonant or mark is to be joyned where you laſt took off the pen frō the former.

The vowels in long words are to be placed about the laſt letter, if it be a word that goeth forward in the line: as to write *contemne*, write *con* thus [ ], joyn *t* thus [ ], and then ſet *m* disjoyned in the place of *e* againſt *t* thus [ ], not againſt *con* thus [ ]. To write *diſdain*, write *diſ* thus [ ], joyn

joyn *d* thus [⌒], and then ſet *n* in the vowels place againſt *d* thus [⌒], not againſt *dif* thus [⌒].

Thoſe marks for ending of words that begin with a vowel, are commonly to be joyned to the former mark or letter: as in theſe,

durable ⌒
nation ⌒
bring ⌒ and ſuch like.

unleſſe there come another vowel before them, and then the mark is to be ſet disjoyned in the place of the former vowel: as in theſe,

doing ⌒
pliable ⌒
pious ⌒ and ſuch like.

The character for *s* after ſome letters in the ends of words cannot conveniently be joyned; therefore inſtead of it write a tittle behind the whole word: as in theſe,

ſayings ⌒
ſervants ⌒
conſerves ⌒
pirates ⌒

CHAP. IX.

Of characters that reſemble others.

THe ſame character ſometimes ſtandeth for two things; as for example, there is the ſame for

ture	*Chriſt*	+
ternall and	*which*	ϴ
meſſ	*what*	ϖ &c.

which is no hinderance (but a help) in the learning of this Art, conſidering how eaſily they may be differenced. When any of theſe marks ſtand alone by themſelves, they are for whole words; when they are joyned with other marks or letters, they are but a part: as for example, this mark [ϴ] when it is written alone, ſtandeth for *which*; when it is joyned with other letters it is *ternall*, a part of a word; and ſo of the reſt: and by remembring the one, the other is eaſily called to mind.

CHAP.

CHAP. X.

Whether marks for beginnings may be used to end words, and contrary.

THe marks for beginnings of words may be used for endings, and the endings for beginnings (when they be shorter then the letters of the Alphabet) without any inconvenience: as in these,

mercy	ⲉ.	*sentence*	⊙
former	ⲉ	*consent*	⊙
assume	ⲉ	*durable*	⊙
Messias	ⲟⲥ	*indure*	⊙

Where you may observe, the mark for the beginning of the former word is the ending of the next.

CHAP. XI.

Examples of words written with the marks: with marks for the names of the books of the Bible.

THe greateſt difficulty that ſome (who have onely the help of the book) have found in attaining this Art, is about the uſing the foreſaid marks in the writing of words: to help ſuch I have in this Edition added this Table of words, compoſed of thoſe marks, wherein for the moſt part there are two words with each mark; the former having a conſonant following the Prepoſition, the latter a vowel.

Theſe words are not to be learned without book (many of them being afterwards ſhorter expreſſed in the Table) but are onely examples to direct the learner

ner how to write other words by them.

I have also added in this book, marks for the names of the books of the Old and New Testament: the most of them are drawn from the letters; and therefore the learning of them is little charge to the memory.

Markes for the Names of the bookes of the old and New Testament.

Genesis		Ieremie		Iohn	
Exodus		Lamenta:		Acts	
Leuiticus		Ezechiel		Romans	
Numbers		Daniell		Corinthy:	
Deutron:		Hosea		Gallat:	
Ioshua		Ioel		Ephes:	
Iudges		Amos		Philipi:	
Ruthe		Obadiah		Colossians	
Samuell		Ionah		Thessallo:	
Kings		Micah		Tymothy	
Cronicles		Nahum		Titus	
Ezra		Habac:		Philemon	
Nehemia		Zephanie		Hebrews	
Ester		Haggie		Iames	
Iobe		Zecharie		Peter	
Psalmes		Malachy		Iude	
Prouerbs				Reuelatiõ:	
Eclesiast:		Mathew			
Canticles		Marke			
Isay		Luke			

Examples of words written with each of the former markes.

Abstaine		Atlas		Imoderate	
Abolish		Atturney		Libertine	
Obligation		Circumuent		Liberall	
Obedient		Composition		Messenger	
Acclamation		Comendation		Mistake	
Accuse		Condemne		Misserie	
Admitt		Connex		Pardon	
Addition		Cormorant		Paradice	
Affirme		Courage		Pretend	
Affright		Colchester		Preexistent	
Almightie		Colledge		Prophesie	
Allow		Demerit		Proud	
Amber		Deifie		Rebell	
Amiable		Diuert		Reallitie	
Anger		Dialogue		Sublime	
Annotation		Distance		Subborne	
Approach		Dissemble		Suffrage	
Appoint		Fulgentius		Sufficient	
Oppress		Fuller		Supplie	
Opposition		Forbeare		Support	
Aspiration		Forraine		Surmise	
Assume		Imputation		Surrender	

Examples of words written with each of the former markes

Permission		Conceiue		Proneness	
Peregrine		Felicitie		Meruelous	
Sermon		Aduersitie		Pious	
Seraphin		Indure		Consent	
Salmon		Defect		Innocent	
Salute		Circumference		Reserue	
Temptatiō		Mortification		Mantion	
Temporall		Wilfulnes		Comision	
Translate		Joyfulnes		Whensoeuer	
Transact		Subiect		Whosoeuer	
Vpright		Institute		Father	
Vppon		Calling		Murther	
Vtill		Doing		Content	
Vniforme		Tempter		Impotent	
Vttmost		Quarreller		Departure	
Vtterance		Relent		Future	
		Excelent		Moreouer	
Dureable		Informer		Euer .	
Pliable		Grammer			
Horrible		Installment			
Vocation		Parliament			
Situation		Aptners			

CHAP. XII.

Of writing three or foure words in one.

SOmetimes three or four words or more, may be joyned together as one word, (as in the 15 Chapter following is declared,) especially if the word begin with a vowel: as in these,

as it is in use
this is of all other
which is as if it

Or else when the former word endeth with a vowel: As in these,

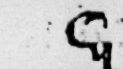
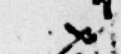
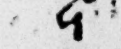
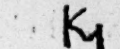
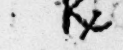
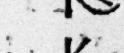
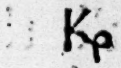
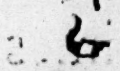
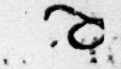
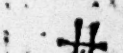
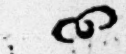
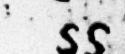
do so too
do no more so
so he may die

and the like.

To make many marks for whole sentences is needlesse; because

cauſe by the rules of this Art, any thing may be written word for word, as faſt as it ſhall be treatably ſpoken.

And it is indeed impoſſible to uſe them exactly, becauſe ſometimes the ſpeaker varying a word or two in the ſentence, the mark is either of no uſe, or elſe the ſentence muſt be rendred in other words then it was ſpoken, which is a wrong to the ſpeaker. Therefore I have onely abbreviated a few, which commonly are ſpoken in the very words as I have ſet them down: as for example, in theſe following ſentences,

The Church of God	
The people of God	
The kingdome of God	
The kingdome of Christ	
The kingdome of heaven	
The kingdome of Satan	
The joyes of heaven	
The torments of hell	
That is to say	
As if he should say	
As if it were	
The power of God	
The truth of God	
The mercy of God	
The wisdome of God	
The glory of God	
The honour of God	
The justice of God	
The word of God	
The works of God	
The love of God	
The feare of God	

Many other like might be added, but these I think sufficient to direct the discreet learner, who may adde more if he see them usefull.

CHAP. XIII.

Of the uſe of points in this Art.

ALthough to thoſe that have attained any perfection in this Art, there is no great uſe of pointing; yet for the help of new beginners, I have added this direction.

At the end of a perfect ſentence, the ordinary period may be uſed, which is this (.) but becauſe it hath ſome reſemblance with another word, leave the ſpace of a word before and after it, thus . or elſe ſet it a little lower then the line, thus .

The Interrogative point may be uſed in the common form, thus ? Parentheſis likewiſe as it is uſually expreſſed with two ſemicircles, thus ( ) For other points of leſſe uſe, as Comma, Colon: &c. they may wholly be ſpared.

Thoſe that deſire to write the New Teſtament, or Bible, for the diſtinction of the verſes, at each verſe end they may ſet this mark :

CHAP. XIIII.

Of the Table.

THough any word in any language may be written by the former rules, yet (to omit nothing that may tend to the ſpeedy attaining of this Art) I have added a ſhort Table of words, ſo frequent in uſe, that almoſt in any ordinary ſentence the greater part of the words are written by this table, without removing the pen from the paper in any one word.

The moſt part of theſe words are little charge to memory, being made out of the letters of the Alphabet.

Thoſe that think the abbreviating long words by marks to be an help to this Art, are of another mind. I think it needleſſe, for

Firſt, any long word may be expreſſed by the former rules.

Secondly, marks for words ſo ſeldome in uſe are oft times for-

got-

gotten, before there be occaſion to make uſe of them, whereas many of theſe are written in every ſentence.

Thirdly, as ſuch words are longer in writing, ſo are they alſo in ſpeaking.

Laſtly, in many long words ſome part may be omitted, and yet no hinderance to the reading of it, as in the following Chapter.

In this book at the requeſt of ſome (who have found it uſefull) I have drawn the table into ſenſe as neare as I could, keeping to the Alphabeticall way, that it may take the better impreſſion in the memory of the learner. The words that follow orderly in the table, are thoſe that have the marks ſet againſt them; the other words that ſtand forward in a ſmaller character, are added onely to make ſenſe of the other, and have marks alſo in their place.

CHAP.

THE TABLE.

Acknowledg
Aduantage
Affliction by
Away with
Anger
And
Adulterie
Admonish
Argument by
Against
Account the
After
Abundance for
Actions of
As when
we shall
Appeare
Amonge
Apostles
Angells. and

B

Behold
By
Baptisme
Blest men are
Because

Begin they
Beleiue to
Be
Behind not
Bruit: beasts
But
Bountie let
Benefitts and
Betweene be
Brethren.

C

Cause
Children
Come to
Christs to
Church and
Congregation
Care with
Conscience, and
Christians
Consider
Conenant their
Concerning and
Conuersation their
Charitie they vse

Call and
Crosse the
Chastisment and
Comfortable
Confesse and
Certaine
Customes
Cittie of ye
Corrupt. to be

D

Doe
Diligence the
Delight with
Destroy to
Doctrine
Diuells of
Deliuered
Downe
Darknes in
which they
Dwell.

E

Edefie
Elect the
Epistle by

THE TABLE.

Example and
Enemies for
Enter
Effect and
Euill
Euen
Egipt to
End and the
Earth of the

F

Follow
Faith
From
Foundation the
Forgiue
Forbeare and
Fulfilled
Feare with
Feast and
Flesh not
Fast but

G

Giue
God

Great
Glorie
Grace for
Gospell and the
Good to the
Godly and
Generation
Generall in

H

He
Hath that
Holie a
Humble
Heart
His
Hope
Helpe and
Heauen is in
Holighost and the
How yet
Hands doe the
Hipocrites of
Heretickes and
Hurt
Him

House and his
Hold
Heare.

I

If
Instruments men be
Instruct to
Ignorant the
Iniquitie from
It
Increase will
Inward
Ioy
Iesus for
Iudg. ie

K

Keepe
Kingdom in the
Know
King thy

L

Let
Loue men

THE TABLE.

Law the
Lord of the
Life and their
Like is
Longe to be
Land in the

M

Meditate
Mind in
Man
Made thou art
Mortall
Magestrates
Ministers and
Must
More haue
Mercie
Multitude on the

N

Neuertheless
Neighbours
Neglect
Necessitie the

Number of a
Nothing that haue
Notwithstanding
Name
Not them
Now.

O

Oh
Order the
Of
Our
Omnipotent
Obseruable is
Ouer
Outward things
Or
Other.

P

People
Passe
Praie to
Principall ma
Publique

Perticuler
Place
Protection for
Prouision and
Proue and
Patience their
Purpose to

Q

Qualific
Question the
Quantitie with
Quarter of a

R

Remember
Readie be
Repent to
Righteous the
Regard that
Religion
Reioyce and haue
Reward
Reprobates but
Reproofe

THE TABLE.

S

Stand
Saluation for
Soule of
Spirit and
See
Selfe to thy
Small for
Secret
Sinnes
Self-loue of
Shall
Seeme
So
Strong
Send they
Seuerall for
Sacrifice.
Scripture

T

Those
That
Thinke
To not

Turne
Truth to the
Tyme in
Torment
Themselues
Though
Thou
Thoughtit
This
Thus and
Then
There and
Tell yet
These
Them and
They
Tast shall
Thy of
Trouble.

V

Vp
Voice with thy
Vouchsafe and
Vs
Vnderstand to

Verse. the

W

We
Were
Wise
With
Whom
What in
Where
Why and
When
Wicked the
World
Would
Walk
Wordes with
Which
Worke
Was
Will
Worshiy.

Y yet

You
Your. want

Z

Zeale.

CHAP. XV.

Generall rules of abbreviation observable in the use of this Art.

THe principall end of the Art of *Short-writing* being to write much in a little time and room, it is not needfull in every word to expresse every letter, but onely so many as may serve to sound the word; the rest may be left out as superfluous:

As for example, in these words following;

a	may be left out in	feare, deare, heaven,
b		debt, lamb, tombe,
c		ſcience, Scipio, acquit,
d		judge, badge, wedge,
e		enter, end, elſe,
g		ſtrength, length,
h		ghoſt, inherit, Chriſt,
i		fruit, guide, plaine,
k		acknowledge, black,
l		palme, half, pſalme,
n		condemne, ſolemne,
o		double, deacon, beacon,
p		pſaltery, pſalme, empty,
ſ		iſle, paganiſme, baptiſme,
t		elect, reject, act,
u		plague, league, tongue,
w		write, ſorrow, know,
y		obey, ſay, nay,

and the like.

2

Sometimes two letters or more may be left out, and yet the word ſufficiently ſounded: as for example,

ch

ch, *gh*, *ugh*, *ou* } may be left out in { *ſchiſme*, *night*, *naught*, *through*, *burrough*, *labour*, *neighbour*, and the like.

3

Sometimes a whole ſyllable may be ſpared in a word: as for example,

for { *vehement*, *Abraham*, *victuall*, } write { *vement*, *Abram*, *vittell*, &c.

4

In the end of ſome long words, two or three ſyllables may be omitted without hinderance to the reading of them: for example, for

incomprehenſible, *abominable*, *tranſabſtantiation* } write { *incompr.* *abomin.* *tranſubſt.*

5

Sometimes the letters that are ordinarily uſed in the writing of words,

words, may be changed for others of like ſound, that are written ſhorter: as for example,

F is ſounded like *ph*, and may be written in ſtead of them; as in theſe words,

for { *phyſick*, *Phariſee*, *philoſophy*, } write { *fiſick*, *Fariſee*, *filoſofy*, &c.

F is likewiſe ſounded in the end of words like *ugh*, and may be written for them: as,

for { *enough*, *cough*, *rough*, } write { *enuf*, *cof*, *ruf*, &c.

K may be written for *ch*, when they have a ſound: as,

for { *patriarch*, *melancholy*, *choler*, } write { *patriark*, *melankoly*, *koler*, &c.

X hath the ſound of divers of the double conſonants, and may be uſed in their ſtead: as for example, it is ſounded like

cc, *cts*, *cks* } in { *accept, accident:* / *acts, effects:* / *flocks, ſtocks:*

for which write { *axept, axident,* / *ax effex,* / *flox, ſtox,* &c.

And generally when *ſ* cometh after *k*, they together have the ſound of *x*, and *x* is to be written for them.

6

The letter *e* may be left out in many words; ſometimes in the beginning, ſometimes in the middle, ſometimes in the end of words.

In the beginning it may be ſpared, when the ſound of it is drowned in the ſound of the next letter following, as it is alway before *x*: as,

for { *externall,* / *extent,* / *extract,* } write { *xternall,* / *xtent,* / *xtract,*

Alſo

Also when it comes before *m*: as,

for	*emphasis*,	write	*mphasis*,
	empty,		*mpty*,
	embrio,		*mbrio*, &c.

Or before *n*: as,

for	*ensigne*,	write	*nsigne*,
	enter,		*nter*,
	end,		*nd*, &c.

And in many words before *s*: as,

for	*escape*,	write	*scape*,
	establish,		*stablish*,
	estate,		*state*, &c.

Sometimes in the middle of a word *e* may be left out, when the sound of it is in the next letter: as,

for	*alteration*,	write	*altration*,
	liberall,		*librall*,
	contemne,		*contemn*,
	flatter,		*flatr*, &c.

E in the end of a word may be left out, when it cometh after *l*: as,

for	*eagle*,	write	*eagl*,
	title,		*titl*,
	double,		*doubl*, &c.

And

And alwayes, when it ſerveth only to produce the former vowel in the ſame ſyllable, it may be left out: as,

for *were*, *name*, *thoſe*, *die*, write *wer*, *nam*, *thoſ*, *di*, &c.

7

When a conſonant is doubled in a word, one of them may be ſpared: as for *bb*, *ff*, *ll*, write *b*, *f*, *l*:

as, for *rabble*, *affirme*, *collect*, write *rable*, *afirme*, *rolect*, &c.

8

Sometimes in this Art, three or foure words may be joyned together as one word; of which ſee more Chap. 12.

9

Laſtly, in writing ſome ſentences whole words may be omitted, which yet in the reading muſt be implyed, eſpecially in common known ſentences: as, for *The*

The feare of the Lord is the beginning of wisdome,

may be written,

The fear of Lord beginning wisdom.

For, *In the fulnesse of time God sent his Sonne, &c.*

may be written,

In fulnesse time God sent Sonne, &c.

They are not a few that have found benefit by this direction. Those that will make use of it, must have discretion to know what words may be spared in writing, and yet must be implyed in the reading: for if any principall word be left out, whereby the sense is maimed, in stead of a help it will prove an hinderance.

Again, it is onely to be used when one is not able otherwise to write word for word after the speaker.

FINIS.

The Lords prayer

The Articles of the Creed

The ten Commandements

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